

**City of Bloomington
Housing and Neighborhood Development
Department**



Showers City Hall, Room 130
401 N. Morton
P.O. Box 100
Bloomington, IN 47402
(812) 349-3401

**Rental New Construction
Application**

Checklist:

- ☐ Completed application, signatures and dated
- ☐ Up-to-date Financial Statement
- ☐ Project specifications/work write up/site plan
- ☐ Staked Survey
- ☐ Contractor Information Statement and Affidavit (if not approved HAND contractor)
- ☐ Pro Forma Operating Budget
- ☐ Construction Timeline/Flow Chart
- ☐ Copy of signed Lease

Rental New Construction Loan Program Application

The information collected below will be used to determine whether the project qualifies under the Rental New Construction Loan Program.

Applicant Information:			
Applicant (include the names of all partners):		Phone: () - ()	
Applicant Address (include Zip Code):			
Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit Organization			
Property for Purchase & New Construction:			
Address (include Zip Code):			
Current Zoning: _____			
Requested amount of HAND funds: \$ _____			
Amount of Existing Debt on Property (List by Name and address and amount for each source):			
1.	_____	\$	_____
2.	_____	\$	_____
3.	_____	\$	_____
4.	_____	\$	_____
Total		\$	_____
List other funding sources:			
1.	_____	\$	_____
2.	_____	\$	_____
3.	_____	\$	_____
4.	_____	\$	_____
Total		\$	_____
Total Number of Units:		Will all the units have the same utility arrangements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Utilities that will be excluded from rent:			
<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Water/Sewer <input type="checkbox"/> Other (specify) _____			
Type of Unit:	Number of that Type of Unit:	Expected Amount of Rent for Each Unit:	Total Rent to be Collected:
Efficiency		\$	\$
1 Bedroom		\$	\$
2 Bedroom		\$	\$
3 Bedroom		\$	\$

4 Bedroom		\$	\$
Other (specify) _____		\$	\$
Total Estimated Cost of Project:		Do you have clear title to the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you intend to apply for: Local Tax Abatement: <input type="checkbox"/> Yes <input type="checkbox"/> No Tax Credits: <input type="checkbox"/> Yes <input type="checkbox"/> No Other Assistance: <input type="checkbox"/> Yes <input type="checkbox"/> No Specify: _____		Answer for all partners: 1. Have you ever defaulted on a job/loan? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Have you been adjudged bankrupt? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Have you ever been debarred from the State or Federal contractor construction listing? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name partner: _____	
List your previous experience as a contractor/builder/developer (include address of project):			
1. _____ Year: _____ 2. _____ Year: _____ 3. _____ Year: _____			
Has an Environmental Assessment been conducted for this property? <input type="checkbox"/> Yes <input type="checkbox"/> No By Whom: _____			
Have you discussed this project with the City Planning Department? If yes, please attach copy of site, floor and elevation plan. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Project Price Breakdown Sheet:			
<i>Item</i>		<i>Amount</i>	
Land (Attach a copy of the staked survey.)		\$	
Site Work (if necessary)		\$	
Rehab costs (if necessary, attach copy of work write-up/specifications/bid)		\$	
Architectural & Engineering Fees		\$	
Appraisal (attach 2 appraisals)		\$	
Building Permits/Inspections		\$	
Site Survey		\$	
Environmental Survey		\$	
Other Costs (title, attorney, recording, etc.)		\$	
Interim Costs (insurance, interest, fees)		\$	
Permanent Financing fees (closing costs, subordination fees)		\$	
Developer's Fee		\$	
Marketing/Management		\$	
Operating Expenses		\$	
Taxes		\$	
Insurance		\$	

Total	\$
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I hereby certify that the information provided in this application and in support of this application is given for the purposes of obtaining financial assistance from the City of Bloomington Housing and Neighborhood Development Department (HAND) and is true and complete to the best of my knowledge. If financing is approved, I intend to construct the rental project on the above mentioned property according to the terms and conditions of HAND's New Construction Rental Program.

Applicant

Date

The Pro Forma Operating Budget

Please use annual amounts.

Operating Income:		
1. Gross rent	\$	
2. Vacancy allowance (_____% of Line 1)	\$	
3. Effective Gross Rent (Line 1 minus Line 2)	\$	
4. Other Income from property	\$	
5. Reserve for Bad Debt	\$	
Effective Gross Income (Line 3 + Line 4 - Line 5)	\$	
Operating Expenses:		
Management fee		\$
Management staff costs		\$
Legal fees		\$
Accounting/audit fees		\$
Advertising/marketing		\$
Telephone		\$
Office supplies		\$
Other administrative costs		\$
Maintenance staff costs		\$
Mechanical equipment		\$
Decorating (paint, etc.)		\$
Routine repairs & supplies		\$
Exterminating		\$
Lawn & landscaping		\$
Trash removal		\$
Snow removal		\$
Electricity		\$
Gas		\$
Water/Sewer		\$
Property Insurance		\$
Real Estate Taxes		\$
Reserve for replacement		\$
Operating deficit reserve		\$
Total Operating Expenses		\$
Net Operating Income	\$	
Debt Service		\$
Project Income/Deficit	\$	\$

Project Timeline

Planning and Implementation Phase:	
Is the property zoned for your intended use? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the property already served by public utilities? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered "No" to any of the above questions, please explain.	
Will this site require any variances or Plan Commission (BZA, Board of Public Works, CBU) approval? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain.	
If necessary, have you obtained a building permit? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, when _____	Have you developed a site plan (including parking)? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, when _____ (If yes, attach copy of site plan.)
Construction Phase:	
Contractor's name & address: Has the contractor filled out the appropriate HAND documents? <input type="checkbox"/> Yes <input type="checkbox"/> No (See HAND for contractor packet. A list of all subcontractors will be required.)	
Estimated construction start date:	Estimated construction completion date:
Please attach a construction progress flow chart.	
Property Management & Marketing Phase:	
Please explain how you intended to market the project to the appropriate tenant base?	
List name and address of Management Company.	
What is the amount of your security deposit? Will there be other fees, i.e. parking, pets, bus pass, etc.?	
Please attach a copy of your prospective lease.	
Other comments:	